

## Setting up E-Mail Accounts in Outlook Express

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In OUTLOOK EXPRESS:

Click on Tools (At the top of the page) & Click on Accounts

Click on the MAIL tab at the top of INTERNET ACCOUNTS.

### To ADD your GTMC.NET mail account:

Click on the ADD button on the right side of the Internet Account screen.

Click on MAIL.

On Display Name: Enter whatever name you would like to go with your messages. You do not have to enter your user name here: EX: Joe Smith

Click on next.

Mark "I already have an e-mail address..."

Type in your gtmc e-mail address: ["username"@gtmc.net](mailto:username@gtmc.net)

Click on next.

My Income mail server is a **POP3** server.

Your incoming server is: **mail.gtmc.net**

Your outgoing mail is: **smtp.gtmc.net**

Click on next after entering each.

The account name should automatically be entered, but please verify. (This should be your username only, should NOT contain @gtmc.net)

Enter your password.

Click on next.

Click on Finish.

Your mail.gtmc.net account should automatically appear in the Mail Account List.

If you are going to have more than one gtmc.net mail account we suggest that you rename each account when you are finished creating it.

To rename a mail account:

Click on the account you would like to rename.

Click on the PROPERTIES button on the right hand side of the Internet Account Screen.

Type the new name in the box that opens under the General tab. You can put in the username or the proper name of the person for this account.

Click on OK.

When done with Internet Account setup – Click on CLOSE.

### IF YOU HAVE OLD INTERNET MAIL ACCOUNTS

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1. If you are canceling that service and do NOT need this account:  
Click on the account name if it is not highlighted.

- Click on the REMOVE button to the right. (over)
2. If you are keeping the account for now, you need to change the outgoing mail server.  
Click on the account name if it is not highlighted.  
Click on the Properties button to the right.  
Click on the SERVER tab at the top.  
Change the OUTGOING Mail (SMTP) server to: **smtp.gtmc.net**  
Click on the Connection Tab at the top and check “always connect to this account using”.  
Change the account type in the box below this to: Local Area Network  
Hit OK at the bottom.

When done with Internet Account setup – Click on CLOSE.